

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Justice Court Clerk I/II/III

Revision Date: 06/19

EEO Category: Admin. Support

Status: Non-exempt

Control No: 30252, 30254, 30255, 40252
40254, 40255, 55252

II. Summary Statement of Overall Purpose/Goal of Position:

Performs a variety of routine to complex clerical duties as needed to maintain comprehensive records, reports, accounts, or files related to activities of the Sandy City Justice Court. This position is under the direct supervision of a Team Supervisor and has three (3) career levels where additional skills and responsibilities may be required. Determination of career advancement is made by the Court Administrator and is based on performance, completion of specific training and projects as well as specialization in certain areas of interest or need.

III. Essential Duties:

Duties typically vary as needs arise and any one position may not include all of the duties listed.

1. Customer Service and Accounting:

- a. Assist the public over the counter, on phones and through email responding to questions related to court records, citations, court procedure and scheduling court dates.
- b. Provide assistance that is courteous, professional and encourages the sense of procedural justice.
- c. Perform function of a cashier including accepting, posting, processing and verifying payments, credits and other financial transactions and balancing cash drawer daily.
- d. Meet certified cashing standards through City Treasurer and maintain City Treasurer Certification while acting as a cashier by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- e. Additional accounting duties may be required.

2. Case Management:

- a. Maintain comprehensive files, forms, reports, and electronic records.
- b. Maintain official court dockets and associated papers; posts official entries reflecting pertinent facts, financial records and judgements related to disposition of each court case.
- c. Perform follow-up work subsequent to court sessions; issue judicial orders; post information generated during court sessions to case files; prepare and route certified copies.
- d. Monitor and verify compliance with court orders and agreements.
- e. Issue and recall warrants and commitment orders; Processes expungements; Issue summons, subpoenas, minute findings, judgements and orders made by the court.
- f. Prepare, assemble and check materials for each court session.
- g. Open, review, process, and distributes mail and emails for the court.
- h. Schedule and attend hearings and/or trials, keep accurate minute entries, set up case accounting and required tracking, administer oaths, manage digital recording, coordinate juries and process exhibits.
- i. Comply with procedures in the Sandy Justice Court Policy Manual.

3. General Duties:

- a. Maintain liaison and communications with agencies associated with criminal justice system such as law enforcement agencies, bail bondsmen, prosecutors, public defenders, probation providers, justice courts, state courts and various Sandy City government offices.
- b. Coordinate and schedules prisoner transportation, juries and interpreters.
- c. Assist in the training of new staff and cross training.
- d. Work both within a team and individually to complete work.

IV. Marginal Duties:

- Constant contact with public regarding citations they have received.

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required; some secretarial/clerical, accounting or bookkeeping training preferred as well.

Experience Requirements for Career Levels:

Justice Court Clerk I: Requires two years of clerical or professional work experience; court or legal experience preferred. College level course work may be substituted for experience on a year for year basis.

Justice Court Clerk II: Requires completion of Justice Court Clerk I Core Competencies, new clerk orientation, training in 2 specialized competencies, no discipline actions and a satisfactory performance evaluation in the prior year. Outside applicants must demonstrate their completion of similar criteria and have 3 years of experience as a Justice or District Court Clerk.

Justice Court Clerk III: Must meet Justice Court Clerk II eligibility; complete of all 5 Specialized Competencies, obtain expertise in at least one specialized competency, complete a project approved by the court administrator, have no discipline actions and a satisfactory performance evaluation in the prior year. Outside applicants must demonstrate their completion of similar criteria and have 7 years of experience as a Justice or District Court Clerk.

Probationary Period: A one-year probationary period is a pre-requisite to this position (applies to full-time position).

Knowledge of: Basic cashiering and math skills, court policies and procedures; legal terminology and court documents.

Communication Skills: Must present a professional demeanor and appearance consistent with a court business environment. Must have exceptional interpersonal skills working with fellow co-workers, other departments and outside agencies in stressful conditions. Listen and provide information to the public regarding Sandy City Justice Court procedures. Verbal proficiency in Spanish ideal, but not required.

Tool, Machine, Equipment Operation: Must be proficient in a technology driven environment with intermediate to advanced computer skills. Ability to type 50 wpm; occasional use of a ten-key; constant use of personal computer using word processing, spreadsheet programs, case management programs and the internet; regular use of a printer, phone and copy machine.

Analytical Ability: Attention to detail and strong organizational skills to manage competing priorities is required. Ability to follow complex directions; prioritize tasks; work well under pressure and impending deadlines; work well within a team and independently. Ability to analyze information, solve problems, and make effective and informed decisions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls and may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent pressure due to exposure to deadlines and contact with the public. Great responsibility for confidentiality of records and the care, condition and use of materials, equipment and money.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____